

**RFQ for Architectural/Engineering Services for a
Regional Governmental Services Center
Notes and questions from pre-submittal conference**

Dennis Smith introduced himself and welcomed everyone to the pre-submittal conference. He also introduced Denise McClafferty, the project manager for this project. The attendees then went around the room and introduced themselves (see sign in sheet for attendees).

Mr. Smith gave a brief history of MAG. He stated that MAG is a Council of Governments (COG) that was formed in 1967. The members of MAG include all the incorporated cities and towns in the Valley, Maricopa County, three Native American Indian Communities, Arizona Department of Transportation and the Chair of the Citizens Transportation Oversight Committee. These members work on Regional issues, such as transportation (The Regional Transportation Plan) and air quality. He noted that MAG uses committee meetings extensively and has limited meeting room space for committees. The elected officials from these cities and towns serve on the MAG Regional Council. He noted that we also have other regional organizations that have segments of that same population, or mayors, that serve on their boards. Mr. Smith noted that the current building is owned by the City of Phoenix and our lease expires soon. RPTA, who occupies the 7th floor of this building, has a lease that is also expiring at the end of this year (2005).

A Building Lease Working Group was formed to explore the options of leasing space or building a building. This Working Group has been meeting for about six months discussing this project. MAG has received letters of intent from all three agencies (RPTA, VMR, and AMWUA). Mr. Smith noted that before we can proceed, these agencies need more exact numbers. The current MAG location is convenient to Maricopa County and to the City of Phoenix. However, we are not limiting our sites to this general area. Mr. Smith then introduced Denise McClafferty to highlight the RFQ.

Denise McClafferty reviewed the presentation that highlighted the RFQ, and reviewed questions received prior to this pre-submittal conference (see presentation and questions and answers posted on Web site).

The following are the questions from this pre-submittal conference.

1. Are you still planning on phasing this project? Do you need all 200,000 square feet all at one time in the beginning?

We will need to look at phasing the construction. Some of the agency's leases may not allow them to join in 2008. These agencies will look at options such as subleasing their space or building "gray space."

2. What month is the lease up?

MAG's lease is up June 2006, but the City of Phoenix has provided MAG with a grace period; RPTA's expires at the end of this year.

3. Are you asking firms to help identify other tax-exempt partners? Is part of the first phase to go out and help identify those agencies?

Yes, agencies that would fit in a regional government center.

4. Will there be a broadcasting studio, something like a Channel 11?

We have had some discussion about that idea and the line of sight to South Mountain. Because of all the public agencies in the building, it might be a good idea to be able to broadcast. We are currently buying video/studio equipment, but we have very little space in this building to accommodate that equipment.

5. Are you planning to lease out certain space in the building such as the conference center, to generate revenue and will this affect the design of the building, such as the office space being more secure and the meeting room space open 24 hours a day?

Meeting space is the key to the building. We would not totally disregard the option to lease meeting space, but primarily the meeting room space will be for the agencies.

6. Are you thinking of security, such as blast protection like the federal government?

We have discussed security, but not to the level of blast protection. We thought about security in regard to cameras or through screening (like the Superior Court Building), and security in parking garage, especially for the elected officials. We are concerned about keeping the meeting rooms and office space separate. We have had a theft issue in the current building.

This is an exciting project. If you look at the material on MAG that explains the freeway program, we are the agency that initiated the 9-1-1 program, Valley Metro Rail will do the light rail system, so there will be a lot of public purpose in this building. It would be exciting to see the building reflect the great projects that came out of the planning in these agencies.

7. Will you have any sustainable requirements for any LEED guidelines?

We have had some discussion about that, but no decisions. We would be looking for some recommendations from the consultant on this issue and how it affects the pricing of the building.

8. Is the project funded at this time? Is there a concern that it will not go forward?

There is always a concern whether you will move forward and that is why we need the solid numbers for all the agencies. We have had discussions with financing institutions regarding financing this project and believe we would be able to finance the project. Where we are right now is whether this makes sense for all of our partners and they need the solid numbers from this study to make that decision.

9. Is there a cut off date for additional questions?

We have not considered that. We will post that on our Web site.

Additional questions will be taken through Thursday, August 18, 2005. No questions will be responded to after that date.

10. On both page 5 and page 8, it lists criteria for an SOQ, with page 8 explaining the order in which firms should present their proposal. How should we structure/format our response?

We are more concerned that the respondents answer all questions in the RFQ. The information on page 5 is the information that must be addressed in the RFQ. The criteria on page 8 are how the evaluation team will evaluate the submittals. Therefore, as far as structure/format, firms should present in the order as addressed on page 5, but be sure to address the criteria on page 8.

11. Do all the partners share a standardized space plan, for example all office sizes are the same?

No. All the agencies are unique and the office space would be customized after interviewing them on what they wish to have. We are not trying to make all the agencies the same.

12. Does the 50-page limit include tab dividers and appendixes?

Yes. That includes everything.

Mr. Smith thanked the attendees.